



Office of Environmental Health and Safety

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Evacuation Drill Preparations *Standard Operating Procedure*

SOP Number:	F -01-03
Effective Date:	April 14, 2023
Next Review:	April 14, 2026

1. PURPOSE

To provide guidance on preparing for semi-annual evacuation drills on the UMass Boston (UMB) campus.

2. SCOPE

This procedure applies to staff and management employed in the UMB Office of Environmental Health and Safety (OEHS). Drills are held at the beginning of the fall and spring semesters.

3. PRECAUTIONS AND HAZARDS

Fire drills are held after the beginning of the semester. Failure to drill could result in confusion during a 'real world' evacuation.

4. PROCEDURE

4.1 A OEHS Technician begins to plan fire drills three weeks prior to the start of either the fall or spring semester.

4.2 The OEHS Technician schedules drills so that they only interrupt the last 5 minutes of class and the first 5 minutes of the next class. The classroom based drills are typically scheduled on the first Wednesday of the semester at 8:45 AM, 9:45 AM,

10:45 AM, 11:45 AM, 12:45 PM, 1:45 PM, or 2:45 PM. The OEHS contacts the University Scheduling Officer in the Registrar's office once a year to verify the class schedule has not changed. Care is taken to not schedule buildings with food services during peak breakfast or lunch hours.

4.3 The classroom buildings that are drilled each semester include Healey Library, ISC, McCormack, Quinn, University Hall and Wheatley.

4.4 The OEHS Technician keeps the list of Evacuation Volunteers up to date and ensures list is also correct in RAVE (UMass Boston mass notification system).

4.5 The OEHS Technician confirms with Facilities that a fire alarm technician and elevator mechanic will be on campus to assist with the fire drills.

4.6 The OEHS Technician periodically holds a meeting with the fire safety team apprising them of the proposed drilling schedule. New members of the team are trained on volunteer responsibilities. All members of the team are asked to bring their red safety vests and all associated equipment to the drills.

4.7 UMB battery operated walkie-talkies are prepared prior to the drills. Individual walkie-talkies are given out to team members, 10 minutes before each drill and then collected afterwards.

4.8 Facilities staff emails reminder to fire/evac alarm email group of the upcoming drills.

4.9 During the fall semester, the non-classroom buildings also participate in fire drills on an additional day. Typically, this other day has occurred in either late September to mid-October. The buildings included during this group of drills include the Clark, Service and Supply, and Campus Center.

4.10 Immediately after each drill UMBPD and fire safety volunteers assemble in the building main lobby and provide OEHS with information on any problems or concerns observed during that drill.

4.11 The OEHS Technician issues written after action report detailing successes and failures associate with the drills.

5. ROLES AND RESPONSIBILITIES

OEHS Technician - The OEHS Technician is the point person for the planning of the fire drills. This person initiates the drill scheduling and leads the events on the day of the drill.

UMB Campus Police Department – UMBPD staff attend all drills and perform duties as typical in a normal evacuation response.

Facilities - Facilities assists with booking a fire alarm technician and an elevator mechanic to assist with the drills.

Evacuation Volunteers- attend as many drills as possible to assist in an orderly evacuation and prepare themselves for a real world event. They pass on observations to the OEHS Technician after each drill.

Faculty, Staff, students, and visitors- follow evacuation procures and safely and orderly evacuate the drilled building. They pass on observations to the evacuation volunteers or OEHS Technician after each drill.

6. REFERENCES

None.

7. EQUIPMENT AND MATERIALS

Fire safety vests, walkie-talkies, Evac Drill note sheet, and BullEx fire extinguisher trainer.

8. TRAINING

Orientation meeting is sometimes held for the fire safety team before the fall and spring semester begins. Updates are given at this time. Time is set aside for questions and answers.


9. DEFINITIONS

None.

10. RECORDKEEPING

Records are kept of all fire drills held on the campus. This includes the preparation of an after action report. The OEHS Technician is responsible for the preparation, distribution and filing of this paperwork.

11. APPROVAL SIGNATURE

	Zehra Schneider Graham OEHS Director	April 14, 2023
Approved by signature	Name, Title	Date

12. ATTACHMENTS

Distribution list for evacuation drill planning:

Assistant Vice Chancellor for Campus Services- Campus Services
Assistant Vice Chancellor for Contract, Compliance and Risk Executive- A&F
Associate Vice Chancellor for Academic Affairs- Provost's Office
Dean: University Libraries- Library
Deputy Chief- UMBPD
Director (fire alarms and elevators) - Facilities
Director of Communications- Communications
Chief of Police- UMBPD
Director of Project Management- Facilities
Emergency Management Manager- EM and BC
Executive Director-Campus Center Operations
University Registrar- Registrar's Office
Vice Chancellor for Athletics- Athletics
Vice Chancellor for Student Affairs- Student Affairs
Vice Chancellor of Facilities- Facilities